

Position details

POSITION TITLE	Consultant
TEAM / UNIT	Lirata Consulting
BASE LOCATION	Naarm (Melbourne)
POSITION TYPE	Casual There is potential to convert to an ongoing position in future.
HOURS	As negotiated based on availability and project requirements. We anticipate that working hours will often fall between 0.4 and 0.7 EFT, however this is dependent on our project portfolio. Hours may increase over time.
REMUNERATION	\$45 - \$57 per hour dependent on experience, plus superannuation. This figure includes casual loading.
REPORTS TO	Senior Consultant

Introducing Lirata

Lirata Ltd (www.lirata.com) is a small, independent not-for-profit organisation based in Naarm (Melbourne), Australia. We acknowledge the Traditional Owners of the lands and waters throughout Australia on which we work. We pay our respects to their Elders past, present and emerging, and acknowledge that sovereignty was never ceded.

Vision

A socially just world in which power, resources and opportunities are shared equitably, all people are fully valued and included, and people live sustainably and free from violence, abuse and exploitation

Purpose

To advance social justice by strengthening the enablers and reducing the barriers to positive social change

Values

- Integrity
- Learning
- Collaboration and community
- Positive effective change

Lirata supports the work of individuals and organisations who are responding to those in need. We partner widely to develop constructive solutions to social issues. We specialise in the health, community services, education and development sectors, within Australia and internationally. We work with all tiers of government, service providers, peak bodies, advocacy organisations, socially engaged businesses and many others to assist them to:

- Become more **effective** in achieving their goals.
- Achieve greater **sustainability**.
- Adopt more **ethical and empowering** approaches.

We operate as a social enterprise, delivering our work through consultancy, capacity building and systems advocacy. We assist our partner organisations with monitoring and evaluation, organisational and program review, strategic and operational planning, organisational development, data systems development, training and mentoring. We also develop new approaches, tools and frameworks for social justice work.

Lirata has a team of core staff, a range of Associates who join us for specific projects, and a number of skilled volunteers.

Our history in the sectors in which we work spans three decades. Our consulting practice was established in 2010. We are constantly growing, developing and exploring new possibilities. We invite you to work with us to help build a better world.

Position overview

Lirata's consultants are at the core of our work. Working as a member of multiple project teams, you will be involved in scoping, planning and delivering high quality services to our project partners, who can range from social change campaigners to community service providers or government departments.

A substantial focus of Lirata's work is strengthening people and organisations.

- We assist our partner organisations with strategic and operational planning.
- We develop and review policies, procedures and organisational systems, at governance and operational levels.
- We provide advice and guidance on human resources, equity and inclusion, organisational structure, quality and risk, and change management.
- We support personal and professional growth through providing training, 360 Degree performance reviews, executive coaching and more.

While not working exclusively on organisational development projects, your role emphasises the areas noted above. Your focus is to strengthen our partner organisations' plans, policies, structures, systems and skills, to assist them to sustainably and effectively achieve their social impact goals.

Every project is unique. Depending on the needs of project partners and your skills and experience, you may find yourself leading planning sessions and change management processes, analysing data, producing reports, giving presentations to Boards and Executive stakeholders, surveying and interviewing stakeholders, developing policies, reviewing organisational systems, providing HR advice, training and mentoring staff of our partner organisations, and many other activities.

Consultancy can be demanding. You will be responsible for meeting project deliverables in a timely way and with outstanding quality. You will often work on multiple projects concurrently, and will need to keep track of each one and switch between them readily. You will need to work efficiently and with strong focus to achieve this.

Communication and teamwork are key. You will need to excel at writing clear documentation, explaining project complexities to stakeholders and coordinating your work with colleagues. A flexible and adaptable approach are essential and you will need an innovative mindset to design the best fit solutions for our partners' needs. You will need strong people skills to engage well with the diverse range of stakeholders involved in our projects.

Your work will contribute directly to our core purpose of advancing social justice. Together, our work builds much-needed capacity for positive social change.

Accountabilities

AREA	ACCOUNTABILITIES
Project coordination and administration	<ul style="list-style-type: none"> • Identify and scope the needs of partner organisations and stakeholders in relation to our services. • Contribute to drafting of tenders and proposals for provision of services. • Develop project plans. • Coordinate activities with colleagues to ensure efficient, reliable provision of services. • Under supervision, provide leadership for consultancy project teams. • Identify and communicate project progress, challenges and risks to colleagues and managers. • Contribute to project evaluation. • Contribute to project administration as required.
Design and review	<ul style="list-style-type: none"> • Work collaboratively with our partner organisations to design and document innovative service models, projects and organisational approaches. • Support the testing and refining of new models and approaches. • Review and evaluate services, projects and organisational systems, assess strengths and weaknesses, and provide clear recommendations for improvement.
Planning	<ul style="list-style-type: none"> • Work collaboratively with our partner organisations to design and facilitate planning processes. • Develop strategic and operational plans, frameworks and other strategic documents. • Advise and assist our partner organisations to implement and review plans.
Developing systems and culture, navigating change	<ul style="list-style-type: none"> • Work collaboratively with our partner organisations to: <ul style="list-style-type: none"> ○ Analyse operational and governance processes and systems. ○ Develop, implement and review organisational policies, procedures and systems. ○ Foster ongoing quality improvement. • Advise and assist our partner organisations to: <ul style="list-style-type: none"> ○ Develop positive organisational cultures, and support equity and inclusion. ○ Strengthen staff capabilities, including via 360 Degree performance reviews. ○ Review and strengthen organisational structures and management processes. ○ Manage and resolve conflict. ○ Manage change.
Training and mentoring	<ul style="list-style-type: none"> • Provide training on selected topics to our partner organisations and others. • Mentor staff of our partner organisations.
Analysis, reporting and documentation	<ul style="list-style-type: none"> • Collect and analyse data as needed to support consulting activities. • Prepare written reports and other project-related documents to a high standard of content and presentation, gather feedback from project stakeholders and finalise reports and other documents incorporating feedback. • Where appropriate, present project findings in relevant forums such as Steering Committee meetings, public forums or conference presentations.
Knowledge base	<ul style="list-style-type: none"> • Develop and maintain knowledge and skills in the field of organisational development. • Contribute to development of Lirata’s knowledge base, approaches and tools in this field.

AREA	ACCOUNTABILITIES
General	<ul style="list-style-type: none"> Facilitate meetings, consultation processes and discussion forums involving a range of stakeholders. Communicate and collaborate in a professional, positive and effective manner with other Lirata staff and with project stakeholders. Understand and follow Lirata’s values, policies, procedures and systems. Take responsibility for fostering a safe, healthy and positive workplace for all staff. Continuously seek opportunities for innovation and quality improvement in Lirata’s work, and assist in strengthening Lirata’s organisational and consulting systems. Contribute to the ongoing development of Lirata through participating in planning, review, team meetings and other activities.

Key selection criteria

Qualifications

STATUS	CRITERIA
Essential	1. A tertiary qualification in an area relevant to Lirata’s work.
Desirable	2. Advanced training or study in area(s) relevant to organisational development.

Knowledge, skills and experience

STATUS	CRITERIA
Essential	<ol style="list-style-type: none"> Outstanding people and communication skills, including the ability to positively engage a wide range of colleagues and stakeholders, and to effectively facilitate discussions on complex, sensitive topics. Experience in governance and/or management roles, preferably in the sectors in which Lirata works. Excellent knowledge of contemporary governance and management approaches for not-for-profit organisations. Demonstrated track record of at least 5 years (preferably 8 years +) work in successfully managing complex projects, including successful completion of organisational development projects in a range of contexts. Demonstrated skills in assisting organisations to undertake strategic and operational planning for positive social impact. Strong ability to design and analyse organisational systems, and demonstrated skills in assisting organisations to develop and strengthen policies, processes and culture. Demonstrated success in developing actionable project findings and presenting them in clear, high quality reports. Demonstrated ability to implement strongly systematic work approaches supported by relevant software.

STATUS	CRITERIA
Desirable	<p>11. In-depth knowledge of, and networks within, the health, community services, education and/or development sectors.</p> <p>12. Experience in delivery of training, coaching and/or mentoring.</p>

Personal qualities

STATUS	CRITERIA
Essential	<p>13. Demonstrated commitment to social justice.</p> <p>14. Outstanding attention to detail.</p> <p>15. A strongly conscientious approach to work, with high levels of initiative, focus and personal organisation.</p> <p>16. Flexibility and ability to accept and learn from feedback and experience.</p> <p>17. Collaborative ethos and ability to work positively and effectively in teams.</p> <p>18. Innovative thinking and a solution-focused mindset.</p>

Other important information

- We are an equal opportunity employer. We recruit for diversity, as well as skills and organisational fit.
- Lirata is a LGBTIQA+ inclusive and supportive organisation.
- We value cultural diversity and welcome people from all backgrounds.
- People from Aboriginal and Torres Strait Islander backgrounds are encouraged to apply for roles with Lirata.
- Appointment is subject to satisfactory completion of a Working with Children Check and National Police Record Check.
- Terms and conditions for employees are in accordance with the National Employment Standards. Terms and conditions for subcontractors are in accordance with Lirata's standard subcontractor agreement.
- Standard work hours are 9.00am – 5.00pm, however we have strong capacity for flexible work arrangements. This position will involve a mix of work from home, and office based work.
- This position may require periods of regional and interstate travel.
- All appointments are subject to a 6 month probationary period with a formal 3 and 6 month review. Successful completion of the probationary period is a precondition for ongoing employment.
- We may offer you an initial casual, fixed-term or project-based work arrangement while we assess whether we are able to offer you further employment.
- All Lirata staff (including subcontractors) must work within our organisational policies and procedures, including our Code of Conduct and our performance management system.
- All position descriptions are subject to periodic review in consultation with staff.
- As Lirata is a small organisation, there is substantial flexibility required within the roles of staff. Employees may be required to perform other duties as directed, in accordance with their skills and experience.

How to apply

- Applications close: Monday 4 October 2021.
- Forward your application by email, addressed to Steph Lim (Administration Coordinator) at: recruitment@lirata.com
- Applications must include:
 - A cover letter of no more than 3 pages, addressing the Key Selection Criteria. (It is not necessary to address the personal qualities in detail.)
 - Your up-to-date CV.
 - The names and contact details of two referees.
- Applications which do not meet the above requirements may not be considered.

For all enquiries about this position, please contact:

Mark Planigale
Chief Executive Officer
0429 136 596
recruitment@lirata.com

Document control

VERSION	1
POLICY AREA	HR
APPROVED BY	CEO
APPROVAL DATE	17 September 2021
NEXT REVIEW DATE	September 2022